Title:	Effective Date:	Grade:	Job Category:
Lead Station Attendant	October 29, 2026	7	Skilled Craft
Prior Title:	Prior Effective Date:	Grade:	Page:
Lead Station Attendant	June 24, 2017	7	1 of 2

CHARACTERISTICS OF WORK

Under the supervision of the Shop Supervisor or Equipment Maintenance Supervisor, this position is responsible for the maintenance of all vehicles assigned to the Central Office headquarters or District.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

ESSENTIAL JOB FUNCTIONS:

- Pump gas, wash vehicles, change oil and lubricate, repair/replace tires, and steam clean vehicles daily.
- Inventory supplies daily and maintain daily service transaction records.
- Occasionally check batteries, levels of water, brake, transmission and power steering fluids.
- Clean water drain of steam cleaner and area of cleaner deposit.
- Provide prompt service and coordinate and schedule work to provide minimum delay to equipment and personnel.
- Maintain accurate stock controls.
- Use power equipment as well as small hand tools to perform vehicle maintenance and tire repair/replacement.

SECONDARY JOB FUNCTIONS:

- Train and provide direct assistance to Station Attendants.

MINIMUM REQUIREMENTS

Education and experience: Ability to read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, and to respond to official inquiries, and to make entries on reports and records. Experience performing preventative maintenance on gasoline and/or diesel vehicles and/or equipment.

Knowledge, skills and abilities: Ability to perform simple addition and subtraction and accurately record figures. Ability to change oil and filters and know type used by each vehicle and to lubricate all vehicles serviced. Effective leadership and communication skills. Knowledge of fuel management systems (i.e. AIMS, Fuelmaster, Veeder Root, Prokee, etc.)

Physical requirements: Ability to work with hand tools and small power equipment. Ability to climb in and out of as well as under vehicles and equipment. Ability to lift up to 50 pounds with or without reasonable accommodation.

Working conditions: Shop environment. Ability to perform assigned duties in all types of weather as well as other work conditions, e.g. noise, dust and fumes.

Licenses, registrations and certifications: Valid driver’s license.

Title:	Effective Date:	Grade:	Job Category:
Lead Station Attendant	October 29 2026	7	Skilled Craft
Prior Title:	Prior Effective Date:	Grade:	Page:
Lead Station Attendant	June 24, 2017	7	2 of 2

ADDITIONAL MINIMUM REQUIREMENTS – DISTRICTS

Valid Class A commercial driver's license with tanker endorsement. A pre-employment drug/alcohol test will be conducted after a contingent offer of employment or transfer has been made, and prior to the candidate performing any work for the Department in that capacity. Internal applicants who are already in a safety-sensitive position will not be subject to pre-employment drug/alcohol testing; however, offers to internal applicants who are not in a safety-sensitive position will be contingent upon pre-employment drug/alcohol testing. Subject to additional drug/alcohol testing according to the provisions of the ARDOT Drug and Alcohol Testing Program.